

DDMS Specific User Training – CPE/Evaluator

Overview

This course is designed for DDMS users that have been assigned the roles of Change Package Engineer (CPE) and/or Evaluator within the Change Management Workflow Process. It covers the Change Request creation and evaluation process including the submittal of a Change Evaluation.

Prerequisites

Students should have attended a General DDMS Class prior to this class and have a basic understanding of what DDMS is and how to create a document within the application.

Topics

1. DDMS General Discussion

- Brief Overview of the Complete Change Management (CM) Workflow Process
- Review of the CM Roles and Responsibilities
- In-depth review of CPE and Evaluator responsibilities and tasks with DDMS

2. DDMS Hands-On Demonstration

- Change Request Creation/Submittal – Non-Technical Review
- Task Completion
 - Mandatory/Optional Evaluator
 - Change Package Engineer
- Review of the Change Request details page
- Searches